

MINUTES
CALLED MEETING
STEPHENS COUNTY BOARD OF COMMISSIONERS
MARCH 13, 2007

Commissioner Peeples called the meeting to order at 5:30 p.m. and welcomed those present. Marshal Dan Merck gave the Invocation and led the Pledge of Allegiance.

PRESENT: Commissioners Kenneth Peeples, Rex Anderson, and Harold Andrews; County Administrator Darrell Hampton; County Clerk Donna Patterson; Finance Director Phyllis Ayers; County Attorney Brian Ranck

I. APPROVE AGENDA

Administrator Hampton requested that # 5 under Old Business 'Development of Land Use / Land Management Standards' be removed from the agenda and that item # 7 be added under New Business 'Lease/Purchase Replacement of Dump Trucks' for the Street Department.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to approve the agenda with the amendments as requested by Administrator Hampton.

Motion carried unanimously.

II. APPROVE MINUTES

1. FEBRUARY 08, 2007 CALLED MEETING
2. FEBRUARY 12, 2007 WORK SESSION
3. FEBRUARY 13, 2007 CALLED MEETING
4. FEBRUARY 19, 2007 JOINT MEETING
5. FEBRUARY 27, 2007 CALLED MEETING

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to approve the minutes as presented with a correction to the February 27th Meeting minutes, page 4, at the bottom of the page: Commissioner Anderson seconded the motion instead of Commissioner Andrews. **Motion carried unanimously.**

III. CEREMONIAL

1. RESOLUTION 'KEEP TOCCOA-STEPHENS COUNTY BEAUTIFUL'

Administrator Hampton explained that this resolution supports 'Keep Toccoa-Stephens County Beautiful and The Great American Cleanup.' KTSCB is an affiliate of 'Keep America Beautiful,' an organization dedicated to raising the awareness of all Americans of the need to clean up the environment nationwide. Adoption of the resolution will proclaim Saturday, April 14, 2007 as 'The Great Toccoa-Stephens County Cleanup Day.'

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to adopt the resolution as presented. **Motion carried unanimously.**

IV. OLD BUSINESS

1. PROPOSED ROAD ABANDONMENT / OLD MOORE CIRCLE GRACE BAPTIST CHURCH

Attorney Brian Ranck stated that he had advertised the Notice of Abandonment in the Toccoa Record and sent letters to the adjoining land owners notifying them of tonight's meeting to consider the abandonment for a portion of Old Moore Circle.

Chairman Peeples opened the Public Hearing for comments for or against the abandonment of Old Moore Circle.

Charles Whitworth, a representative of Grace Baptist Church, came forward to answer any questions.

Commissioner Anderson asked Mr. Whitworth if Grace Baptist Church has any current plans for that section of road.

Mr. Whitworth stated that they currently do not have any specific plans for the roadway; they would just prefer that it be deeded to the church as a part of their property. Grace Baptist Church owns property on both sides of the road from SR17 to the intersection of the new relocated Moore Circle.

Chairman Peeples asked for any comments against the abandonment.

No one came forward against the abandonment.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to close the Public Hearing and return to Regular Session. **Motion carried unanimously.**

Chairman Peeples called for a motion on the road abandonment.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to abandon a portion of the county road system known as Old Moore Circle, lying between the intersection of SR17 and the intersection of New Moore Circle, and further shown on the plat being made a part of these minutes. **Motion carried unanimously.**

Chairman Peeples declared the road abandoned in that it has ceased to be used by the public to the extent that no substantial public purpose is served by it.

A copy of the plat is entered and shown as **Exhibit 'A,'** being made a part of these minutes.

2. FOOD & BEVERAGE SERVICES / ROSE LANE REC COMPLEX

Administrator Hampton stated that two bids were opened on March 8, 2007 as follows: (1) Tutts Trading Post / Ronnie Tutterow in the amount of \$4500 and (2) Grady Duncan in the amount of \$3600.

These bids are exclusive of coke products, which are handled separately.

Administrator Hampton stated that he and Recreation Director Richard Adams spoke with Attorney Ranck concerning the bids that were submitted. They were in consensus that only one bid was submitted correctly. That bid was submitted by Grady Duncan.

A motion was made by Commissioner Andrews, seconded by Commissioner Anderson, to award the bid to Grady Duncan in the amount of \$3600. **Motion carried unanimously.**

A copy of the Duncan bid is entered and shown as **Exhibit 'B,'** being made a part of these minutes.

3. ISSUING AUTHORITY FOR SOIL & EROSION CONTROL

Administrator Hampton requested for this item to be tabled for further review.

The Commission authorized staff to proceed with obtaining information concerning soil and erosion control.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to table this item indefinitely. **Motion carried unanimously.**

4. CONTRACT FOR LANDSCAPING / HISTORIC COURTHOUSE
TREE CARE AND MAINTENANCE SERVICES

Attorney Ranck presented the Commission with a contract based on the bid awarded to Arborguard for maintenance and tree care services on the grounds of the Historic Courthouse.

A motion was made by Commissioner Andrews, seconded by Commissioner Anderson, to accept the bid and the contract with Arborguard in the amount of \$11,460.81 and

further to authorize Chairman Peebles and County Clerk Patterson to execute said contract. **Motion carried unanimously.**

A copy of the bid contract is entered and shown as **Exhibit 'C,'** being made a part of these minutes.

The Commission requested that Forrest Connelly and Alan Smith assist Arboguard with this project.

5. DEVELOPMENT OF LAND USE / LAND MANAGEMENT
STANDARDS

This item was removed from the agenda at the beginning of the meeting.

6. VARIANCE REQUEST / THE SUMMIT / DEVELOPER JOHN MERCK

Chairman Peebles stated that this is a variance request from Developer John Merck regarding roads in 'The Summit.'

Alan Smith came forward and stated that his biggest concern is whether or not the roads in the subdivision meet Department of Transportation and County standards and if the road base is adequate. If not, then these roads could be a burden for the County later on.

Attorney Ranck stated that he had reviewed the most recent variance request from John Merck. He informed the Commission that a variance could be granted with conditions, but his recommendation is to table this issue until Mr. Merck can obtain density tests on the roads.

A motion was made by Commissioner Andrews, seconded by Commissioner Anderson, to table this issue until Mr. Merck can bring test results of the roads in 'The Summit' back before the Commission. **Motion carried unanimously.**

Chairman Peebles asked for Mr. Merck to contact the County when he is prepared to resubmit this request to the Commission.

V. NEW BUSINESS

1. E911 DEPUTY DIRECTOR JOB DESCRIPTION / PAY GRADE

Administrator Hampton presented a job description and pay grade for the Deputy Director position.

A motion was made by Commissioner Andrews, seconded by Commissioner Anderson, to approve the job description and pay grade for the E911 Deputy Director position as presented. **Motion carried unanimously.**

A copy of the job description and pay grade is entered and shown as **Exhibit 'D,'** being made a part of these minutes.

2. REQUEST FOR COPIER / SHERIFF'S DEPT.

Sheriff Sorrells has requested approval to purchase a high volume, reliable copier for the Sheriff's Department.

Administrator Hampton requested for this item to be tabled.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to table this item indefinitely. **Motion carried unanimously.**

3. 2007 BUDGET AMENDMENTS

Finance Director Ayers presented amendments to the 2007 Budget.

A motion was made by Commissioner Andrews, seconded by Commissioner Anderson, to approve the 2007 budget amendments as presented. **Motion carried unanimously.**

A copy of the budget amendments is entered and shown as **Exhibit 'E,'** being made a part of these minutes.

4. REQUEST FOR APPROVAL OF SIGNATURE DIGITIZATION

Finance Director Ayers requested approval of a signature digitization card for accounts payable. Ms. Ayers included a process which explains the procedure.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to approve the signature digitization card with Chairman Kenneth Peebles and County Clerk Donna Patterson as the signature agents on the card. **Motion carried unanimously.**

A copy of the procedures is entered and shown as **Exhibit 'F,'** being made a part of these minutes.

5. CONTRACTS WITH GUNBY COMMUNICATIONS INC. / \$38,932 YR

Chairman Peeples stated that this is four separate contracts (totaling \$38,932) with Gunby Communications for the maintenance of communications equipment, which is located throughout Stephens County.

Attorney Ranck stated that he had reviewed the contracts. He requested for the Commission to table this so that he can negotiate some minor changes with Gunby Communications before the contracts are executed.

A motion was made by Commissioner Andrews, seconded by Commissioner Anderson, to table this item until March 27, 2007. **Motion carried unanimously.**

6. 2007 LOCAL ASSISTANCE ROAD PAVING / LAR07-S010-00 (007)
CLARY CONNECTOR & RACE TRACK ROAD

Chairman Peeples stated that he received a letter from the Department of Transportation with the selection of Clary Connector and Race Track Road for upcoming LARP projects.

Administrator Hampton stated that because Stephens County was selected by the Department of Community Affairs for the Signature Community Program, additional roads were selected in the amount of \$20,000. The DOT will fund \$10,000 of this additional LARP, with Stephens County being responsible for the local match of \$10,000.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to approve the LAR07-S010-00(007) project; the expenditure of \$10,000; and further to authorize Chairman Peeples and County Clerk Patterson to execute said document when it is received. **Motion carried unanimously.**

7. LEASE / PURCHASE REPLACEMENT OF DUMP TRUCKS

Administrator Hampton requested approval to begin researching different options for the replacement of the dump trucks being used at the Road Department. He further stated that any purchases would require the Commission's approval.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to authorize the Administrator to research options for the replacement of the dump trucks. **Motion carried unanimously.**

VI. INVOICES OVER \$5000

Administrator Hampton reported that there are no invoices over \$5000 at this time.

VII. MATTERS FROM DEPARTMENTS

1. SCHEDULE INTERVIEWS FOR ROAD SUPERINTENDENT POSITION

Administrator Hampton reported that he has received applications for the vacant Road Superintendent position and would like to schedule a date for the Commission to interview the applicants.

A motion was made by Commissioner Anderson, seconded by Commissioner Andrews, to hold a Called Meeting for Monday, March 19, 2007 at 8:00 a.m. in order to go into Executive Session to interview the applicants for the vacant Road Superintendent position. **Motion carried unanimously.**

2. FINANCE REPORT

Finance Director Phyllis Ayers gave a brief financial report as requested by Chairman Peebles. Ms. Ayers stated that Stephens County is doing well against the budget for this fiscal year. The County is seven-percent below in expenditures so we should have a growth in the fund balance if we continue to spend at this level. The revenues are closer inline with the budgeted amount. Solid Waste and E911 Departments are losing funds against their revenues, but the Solid Waste Department is doing better than in the past due to restructuring. LOST and SPLOST funds have leveled out to a twenty-percent improvement over last year.

3. ADMINISTRATOR UPDATE

Administrator Hampton updated the Commission on the removal of private drive signs. This is progressing at a consistent pace. At this time, 165 private drive signs have been removed.

Administrator Hampton stated that headway is being made on the relocation of offices necessary for the preparation of a new jail. The Sheriff's Communication office and the EMA office has relocated and their records have been moved into storage. The closing of County Farm Road has been advertised in the Toccoa Record and reporter Ross Willis is going to write an article about the road closing.

A Town Hall meeting is planned for Thursday at 10:00 a.m. for contractors and those interested in the construction of the new jail.

VIII. MATTERS FROM CITIZENS

Chairman Peeples opened the meeting for any comments from the citizens. No one came forward with any concerns.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned.

Approved this _____ day of _____, 2007.

Chairman Kenneth Peeples

ATTEST:

County Clerk Donna L. Patterson